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Building Design Committee
May 17, 2010
8:30 am

A meeting of the Library Building Design Committee was held on the above date in the children's room of the Edgartown Free Public Library.

Members Present: L.Mercier, R. Knight, C.Scott, M.Donaroma, A.Tyra, C.Watt

Members Absent: M.Fearey

Public Attendees: Felicia Cheney (Library Director), Ned Southworth, Janet Aldeborgh.

Meeting called to order at 8:30 a.m.

R. Knight moved to accept the minutes as submitted. M. Donaroma seconded the motion. The motion carried unanimously.

The RFQ for the Owner's Project Manger was submitted to the selectmen for approval. It was approved and is currently being advertised. Interested parties can pick up an application at the town hall or at the library. The completed applications must be returned to the town administrator's office before 3 p.m. on Monday, June 14, 2010. The Selectmen will open the RFQs at the Selectmen's meeting later on the same day. After the RFQs are opened, the Committee will start the interview process and hire someone by the end of June, 2010.

Progress on library building needs assessment continues. A. Tyra is conducting interviews and gathering data from key staff people.

The Committee suggested the following questions to ask Rosemary Waltos, the Massachusetts Board of Library Commissioner's (MBLC) consultant for small library construction:

- A clarification on the parking requirements for the MBLC grant.
- Level of detail needed in the Letter of Intent (due 10/2010).
- The MBLC's position on multiple facilities when considering grant applications
- What is the town allowed to consider as matched funding with regards to real estate (the assessed value of the land and/or building)
- What is the outlook for the grant process taking into account all Massachusetts libraries that are applying and how the grants will be funded;
- How are the MBLC grants evaluated? Who are the evaluators?
- Does the fact that Edgartown did not accept the 2004 grant affect our evaluation for this next grant round?

- Will the Committee need to specify the location of the proposed construction in time for submitting the Letter of Intent to the MBLC?

Some discussion ensued questioning the Committee's position if Edgartown is not awarded an MBLC grant. It was decided to table this topic until the Committee was farther along in the grant process.

It was the general consensus of the Committee that the town needs to examine the Carnegie building, the Warren House, and the old school with regards to structural, asbestos, and other pertinent issues in order to assure the voters that the Committee thoroughly considered all potential locations.

C. Scott is looking for RFQ examples for the architect's RFQ. He is aiming for a solid draft before the end of June. It was suggested that the Committee have informational sessions before closing the RFQ round in order to better inform possible applicants. It was agreed that an architect should be hired by mid-August.

A.Tyra and F. Cheney will work on timeline to present at next meeting.

F. Cheney is working with the Mashpee library director to coordinate a time to visit the Mashpee library.

Public input: It was generally appreciated that the fish tank was cleaned since the last Committee meeting. Also, the public was invited to attend the library tours currently being scheduled for the Committee.

The meeting was adjourned at 9:37 a.m.

Respectfully submitted by,

Approved:

Felicia Cheney

Chris Scott, Chairman